



# IEB Meeting

## IEB Minutes – Through School

Al-Hijrah School

مدرسة الهجرة

<b>Date of Meeting:</b> Thurs, 25 June 2015	<b>Time of Meeting:</b> 10.00 am- 12.00 pm
<b>Venue:</b> Room 40	<b>Minutes Taken By:</b> Chito Sutton

**Attendees:**

Mr David Brown (DB)	Br Devinder Riat (DR)
Mr. David Willey (DW)	Br. Abdul Rob Aziz (ARA)
Ms.Sue Beer (SB)	Mrs GerardineLotarew (GL)
Mr. Ralph Headley (RH)	Br. ShahabeAbdo (SA)
Miss Sabrina Hobbs (SH)	Mrs Chito Sutton (CS)

**Absent:** Mr Ian Meacheam

### Items:

1. Apologies
2. Declaration
3. Minutes of previous meeting and matters arising
4. Pupil Progress and Achievement
5. IT Infrastructure
6. School Improvement Plan
7. Safeguarding
8. Finance & Staffing
9. Additional Head Teacher items not covered above
10. AOB
11. Date of Next Meeting

Items Discussed	Action	Comment
<b>1. Apologies</b> <ul style="list-style-type: none"> <li>Mr Ian Meacheam sent his apologies</li> </ul>		
<b>2. Declaration</b> <ul style="list-style-type: none"> <li><b>DW</b> – David is employed by Schools HR Services, Birmingham City Council</li> <li><b>SB</b> - Sue is also employed by Schools Financial Services, Birmingham City Council</li> </ul>		
<b>3. Minutes of previous meeting and matters arising</b> <ul style="list-style-type: none"> <li>Minutes of previous meeting were agreed with amendments,</li> <li><b>DW</b> – David stated that he was pleased to note that with the appointment of Gerardine and Chito to Al Hijrah School, they will now organise the IEB meetings ensuring continuity and consistency.</li> <li><b>SB</b> – Sue asked that instead of using the term ‘tender’ it should read ‘quotation’. Also, in point 8, the deficit is £1.5 million not £1.6 million.</li> <li><b>DW</b> – David asked that the term ‘ET claims’ be amended to read ‘claims’.</li> </ul>		

Items Discussed	Action	Comment
<p><b>4. Pupil Progress &amp; Achievement</b></p> <ul style="list-style-type: none"> <li>• <b>DR</b> – The information on data presented to the Local Authority showed good levels of development at 64% whereas the national average was 54%. Based on 12 out of the 17 areas that we should be assessing children:  Year 1 – for Phonics 87%  Year 2 – 2 pupils who did not do Phonics last year got 100% this year  <u>Level 2B:</u>  Reading – 91.7%  Writing - 88.3%  Maths - 98% <p>For children on track for Level 3:  Reading – 43.3%  Writing – 25% (this was externally moderated by James Royal’s team)  Maths - 36.7%</p> <li>• <b>SA</b> – There has been a big significant improvement in KS 1 and 2.</li> <li>• <b>DR</b> – For Year 6, data sent to the Local Authority, teachers assessments in a range of tests over a period of time (not tests actually done):  Level 4 Reading – 93.3%  Writing - 86.7%  Maths - 85%  The average for the 3 combined subjects was 78.3% (the national average was 64%).  We are still awaiting the SATS results.  The external moderation on writing were all judged accurate.</li> <li>• <b>DB</b> – David said that HMI and the Local Authority accepts the outcome of external moderations. The message is that the school needs more of these and we will ask the Local Authority for support. External moderations will help in a Section 5 inspection.</li> <li>• <b>RH</b> – Ralph cautioned on the need to be careful of the timing. If done early, it could be argued that children would have had more time to improve if external moderations were done at a later time.</li> <li>• <b>DR</b> – Br Devinder said that Denise Harris from the Local Authority has asked to visit the school at the end of the month to do a whole school writing assessment. Year 6 teachers were asked to moderate Years 1-5 in writing and some of these teachers were more harsh in their moderation. Some judgments could have been higher. The second set of moderation by Year 6 teachers is scheduled for next week.</li> <li>• <b>SA</b> – It was found that assessments without levels undertaken with Years 1 &amp; 6 pupils were better. Assessment without levels is a new learning curve for the staff.  The use of Tool Target Tracker is proving valuable. Teachers are now owning data, pinpointing areas of weakness then coming up with action plans themselves.</li> <li>• <b>RH</b> – It appears that the school is now moving in the right direction and at a fast pace.</li> <li>• <b>DB</b> – David said that the work undertaken by Br Devinder and Br Shahabe did not exist before. For example, what was considered best writing in Years 7/8 is not as good as what is deemed best writing in Years 5/6.</li> <li>• <b>RH</b> – Ralph asked if the use of Target Tracker was working?</li> </li></ul>		

Items Discussed	Action	Comment
<ul style="list-style-type: none"> <li>• <b>DR</b> – Br Devinder said that at the moment, it was being used on purely moving to life without levels. Admittedly, there have been one or two glitches.</li> <li>• <b>SA</b> – For Year 11, KS4: SH, AM and SA identified underachievers in English and Maths. 78% were way above national average although this percentage may be slightly different when the actual results come out. In summary, the progress is good. With the external moderation working well with the Primary section, the same arrangements will be adopted for Secondary.</li> <li>• <b>ARA</b> – The school received compliments from the external moderators who said that work undertaken over the past 2 years should be set as exemplars for other schools to follow.</li> <li>• <b>SA</b> – External moderation was also done with Physical Education.</li> <li>• <b>DB</b> – The same was done for History last year which went well.</li> <li>• <b>SA</b> – We will continue with external moderations ensuring that each pupil’s work is monitored as each pupil’s work matters.</li> <li>• <b>DR</b> – Maths mastery is what we are moving to. We will look at a model of challenging children, train them to apply and investigate – which will help with differentiation. He has already discussed this with the staff and has ordered the necessary resources. Work has also started using learning ladders on all other subjects. Projection from early years until the pupil leaves will be more accurate. With English Language, Br Devinder spoke to the Co-ordinator on stages of development and is working on a model. With ITC, the assessment tool paid for will be used to input data.</li> <li>• <b>SA</b> – With the year 11 pupils now gone, the new focus is Year 10 pupils. 32.2% of Year 10 pupils are projected to achieve A*-C. This is the baseline percentage if we stopped teaching them now. GCSE Science work is now mostly done. Only 6% have not done the work.</li> <li>• <b>DB</b> – David reported that the perception is that Year 10 students are better than Year 11 pupils.</li> <li>• <b>SA</b> – Year 10 pupils are projected to have better grades than currently Year 11 pupils.</li> <li>• <b>SH</b> – Sabrina said that they were also looking at Year 5: 86.7% in Reading 43.3% in Writing 81.7% in Maths Combined: 43.3% window to new target  Reading – 90.96 % Writing - 90.66% Maths - 95.56% Combined: 65% window</li> <li>• <b>RH</b> – Ralph said that there is a need to look at all year through. Year 1 staff should have a good idea of what attainment will be when the pupil reaches Year 6. Need to look further ahead, not just year by year.</li> <li>• <b>SA</b> – Without Levels, the tests will be more challenging.</li> <li>• <b>DR</b> – The problem with Year 1 prediction is that there will be a change in the methods of testing and assessment.</li> <li>• <b>RH</b> – Ralph said that as the target on Phonics in Year 1 is 100% this will be a good foundation for English</li> </ul>		

Items Discussed	Action	Comment
<ul style="list-style-type: none"> <li>• <b>SH</b> – Sabrina confirmed that the Early Years data have been submitted to the Local Authority</li> <li>• <b>DR</b> – Br Devinder said that 65% projection is above the national.</li> </ul>		
<p><b>5. IT Infrastructure</b></p> <ul style="list-style-type: none"> <li>• <b>DB</b> – David reported that meetings were held and bids were in for the server. However, there is a need to make sure that the design is correct. There is still a need to consolidate the design for the hardware which will need to be related to primary, This will be done by working with SLT at Calthorpe, identifying areas for development, and arranging training (CPD) for staff on computing, Br Zubair is leading and Br Yousaf will also be working on this project .</li> <li>• <b>RH</b> – Ralph reminded the others that with IT infrastructure changing at a fast pace, need to ensure that the school looks 5 years ahead on what the IT infrastructure should be.</li> <li>• <b>SH</b> – The strategy is in place for IT resources. iPads will develop into a more hardware-based curriculum.</li> <li>• <b>SB</b> – This will be built in in future budgets</li> <li>• <b>SH</b> – The Computer Suite will soon be outdated with computers evolving fast.</li> </ul>		
<p><b>6. School Improvement Plan</b></p> <p><b>SH</b> –<u>Key Area 1</u>: Quality of Teaching &amp; Learning - Targets have been slimmed down as behaviours have been embedded in throughout teaching and learning. There have been improvements. Progress has been on target each week. Observations rounds start next week with moderation in judgments.</p> <p><u>Key Area 2</u> : Resources/budgets for subject Areas &amp; Phases - This area is caught up with financing and establishing of the school budget. IT infrastructure, i-Pads have not been allocated. Work still to be done are those listed in red. HMI’s comment of pupils being able to use a different selection of writing tools has not been rectified.</p> <p><u>Key Area 3</u>: Improvement of Pupils’ progress has been previously discussed.</p> <p><u>Key Area 4</u>: Improve Effectiveness of Leadership &amp; Management – the TLR 3 posts have been filled and progressing nicely. They have a clear vision of what to achieve in the next school year. There are no longer any issues with HMI’s comment that there was not enough members of the Senior Leadership Team. SLT is now looking at timetables for next school year.</p> <ul style="list-style-type: none"> <li>• <b>RH</b> – Ralph said that looking ahead at more inspections, it is good that work is being done on IT. Work should also be done on cross-curricular projects. The Local Authority will monitor and will work with staff to identify subjects and gather evidence.</li> <li>• <b>SH</b> – Sabrina acknowledged the need for: more monitoring in Early Years, identifying training needs, collaborative working/planning with other establishments, and focus on resources for each Year.</li> </ul>		
<p><b>7. Safeguarding</b></p> <p><b>DB</b> – David reported that there are no major issues on safeguarding.</p> <p><b>RH</b> – Ralph raised his concern on what he witnessed. One member of the Administrative team was not diligent in asking for identification from visitors to the school.</p> <p><b>DB</b> – David asked GL to ensure this matter receives attention without delay.</p>		

Items Discussed	Action	Comment
<b>8. Finance &amp; Staffing</b> <ul style="list-style-type: none"> <li>CONFIDENTIAL</li> </ul>		
<b>9. Additional Head Teacher Items Not Included Above</b> <ul style="list-style-type: none"> <li><b>DB</b> – David said that he was pleased with the OFSTED report. Br Nawaz wrote a letter to the parents explaining the report in a more understandable way. The rationale for this letter was because the first 2 pages of the OFSTED report was in the negative and only started highlighting the school’s progress from the third page onwards. He said that he will work with SLT on future letters to parents.</li> </ul>		
<b>10. AOB</b> <ul style="list-style-type: none"> <li><b>RH</b> – Ralph queried if children were starting lessons at 10am during Ramadan, how was the school meeting its obligation to provide the correct amount of lessons?</li> <li><b>DB</b> – David replied that during Ramadan, the timetable was amended. There were no break times. OFSTED was happy with the arrangements. Other staff covered for others so there were no issues.</li> <li><b>SB</b> – Sue said that there were some quotes for improvements to the Admin Office and wanted to know if these were approved.</li> <li><b>DB</b> – David said that priority for the budget had to be the raising of teaching and learning standards.</li> </ul>		
<b>11. Date of Next Meeting</b> <b>12. Thursday 24<sup>th</sup> September 2015 , 10.00-12.00, Room 40</b>		

Date Minutes ratified: .....

Signed: .....

David Willey, Chair of I.E.B.

